

HSE Frequently Asked Questions (FAQ)

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The HSE FAQ will be updated on an ongoing basis. Please submit questions to Cory Mahon at cmahon@dwd.in.gov. DWD and CTB policy and guidelines supersede any answers given in this document if there is a conflict.

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Test Administration

1. Can an examinee sit for one test at a time?

A. Yes, a student may take one test at a time as long as the entire suite of tests is completed within 60 days, per DWD policy.

2. How does registration work?

A. All interested candidates will have to contact a testing center. The testing center will be responsible for registering and scheduling the candidate using the CTB/MH registration system.

3. Can an 18-year-old who is enrolled in high school sit for the HSE?

A. No, HSE candidates cannot be enrolled in a high school when they sit for the test.

4. At what point during the Writing test can candidates begin the essay?

A. Candidates can begin the essay at any point. In the Examiner's Manual the examiner is instructed to urge students to begin the essay when 45 minutes are left in the test. This is

not meant to be an official start point for the essay, but a reference point for the examinee.

5. Are candidates allowed to leave the testing room during the 15 minute break between Math Part I and Math Part II?

A. Yes, candidates are allowed to leave the room during this break.

6. For Questions 27 and 28 of the demographic information on the answer sheets, are the signatures to be done with pen or pencil?

A. All parts of the test are to be done in No. 2 pencil, including the signatures.

7. Can I use the same Form (A, B, or C) if I spread the test over multiple days?

A. Yes, the same Form can be used if testing occurs over multiple days.

8. Can copies be made of Day 1 demographic information to allow examinees to copy it for a different day?

A. Yes, this is acceptable.

9. If testing occurs over multiple days, do I need to have candidates fill out a new demographic sheet?

A. A new demographic sheet is not needed if testing occurs over consecutive days. If testing days are not consecutive, then a new demographic sheet is needed for each new day of testing.

10. Can a candidate take part of the test in Spanish and part in English?

A. No, a candidate cannot take part of the test in Spanish and part in English. Candidates must complete the test in one language or the other.

11. Can a test book be used multiple times?

A. Yes, a test book can be used as long as it is in good repair. When a book becomes frayed or damaged, contact CTB/McGraw-Hill to arrange shipment of new materials. New materials are free. CTB/MH only charges for answer sheets sent in for scoring.

12. When can sites begin using the new tests?

A. Sites began using the new HSE on January 2, 2014.

13. Does the new HSE have to be taken on a computer?

A. No, the HSE has a paper-based version available in addition to its online format. DWD encourages sites to utilize CBT whenever technology capabilities allow.

14. What are the requirements for an examiner to administer the HSE?

- A. Examiners will have to have a high school diploma or equivalent and be trained formally in HSE administration. Also, examiners cannot be involved in preparing students for the HSE.

15. What are the requirements of a Coordinator at a testing center?

- A. A Coordinator must have a high school diploma or equivalent and be formally trained in HSE administration. Coordinators cannot be involved in preparing students for the HSE.

16. Can one site offer both Paper/Pencil and Online tests?

- A. Yes, a site can offer both PBT and CBT tests.

17. Can HSE be passed in parts?

- A. Yes, it is possible to pass HSE in parts. However, it is necessary to take the full battery of tests prior to taking any retests. The full battery must be completed within 60 days of beginning the test. Retests must be administered on an alternate form of the test.

18. How are the online exams launched – from a proctor station or at the testing station?

- A. The assessment is launched from the student's work station using a desktop icon similar to TABE Online.

19. Is there a Tutorial for HSE Online like there is for TABE Online?

- A. Yes, there is a Tutorial for HSE Online that looks and functions very similarly to the one used for TABE Online.

20. Can calculators be used on HSE?

- A. Calculators can be used on Math Part 2 and the Science exams. Testing centers must provide the calculators to the students. Approved calculators include:
TI 30XS (recommended by CTB/McGraw-Hill)
TI 30XA
Casio FX-115ESPLUS
Casio FX-115MSPLUS
Casio FX-300ESPLUS
Casio FX-260Solar

21. Is it ok to offer candidates a choice between which calculator they want to use?

- A. Yes, candidates may choose to use any of the calculators from the approved list as long as the site provides the calculator.

22. May examinees bring their own calculator to take the test?

- A. No, examinees may not provide their own calculators for the test. The test center is responsible for providing calculators for all examinees.

23. Will calculators be provided for the online for CBT?

- A. Yes, a computer version of the TI30xs calculator will be available to test takers. Test takers may use a manual calculator for CBT if they wish.

24. Will instructional materials be developed to teach candidates how to use the calculator?

- A. Yes, this has been shared with the field. If you need a copy, please reach out to Cory Mahon cmahon@dwd.in.gov.

25. Is there an Examiner manual available electronically?

- A. Yes, an electronic version of the manual can be found here:
<http://in.gov/dwd/adultedadadmin/hse.htm>.

26. How are centers made aware of updates or changes to procedure?

- A. Updates and changes will be communicated in a variety of formats including messages from CTB on the Online Administrative System, emails from state personnel to site administrators, posting on the Adult Education Administrative website, and announcements on statewide conference calls as necessary.

27. What type of support is available to proctors – is it technical support and/or procedural support?

- A. Procedural support will be available through DWD's Assessment Manager, Cory Mahon cmahon@dwd.in.gov. Technical support is available via email and phone from CTB: HSE_Helpdesk@ctb.com or Toll Free: 888-282-0589

28. What is the process for handling superintendent recommendation for candidates who are 16 or 17 years of age?

- A. In order for a minor to sit for the HSE, the candidate must provide a signed letter by a school system superintendent in accordance with Indiana Code (IC 22-4.1-18-1). This letter must be kept on file at the testing center. If there is any question about the legitimacy of the letter, the testing center is responsible for contacting the office of the superintendent.

29. Can the assessment be offered on Ipads?

- A. No. This functionality is not available at this time.

30. Does the Examiner have to be bi-lingual to administer the Spanish HSE test?

- A. It is not necessary for the Examiner to be bi-lingual to administer the Spanish test. The directions are in English. However, a site may deem it necessary to have a Spanish-speaking Examiner deliver instructions to candidates who struggle with the English language.

31. On the Spanish version of the test can the essay be written in Spanish?

A. Yes, the essay may be written in Spanish.

32. Does the Spanish test have the same time limits as the English test?

A. The Spanish test has a slightly longer time, approximately 5 minutes.

33. How are requests for accommodations handled? What is the role of the testing center in this process?

A. Candidates who request accommodations must fill out the appropriate paperwork which will be provided by CTB/McGraw-Hill. This paper work is submitted to CTB by the testing center on behalf of the student. CTB then communicates incompleteness, denial, or acceptance to the testing center within 30 days of receipt. Full training on the accommodations process is covered in the testing center administrator training.

34. Can an examinee use paperwork from high school to apply for accommodations for the HSE?

A. No, high school paperwork cannot be used to apply for HSE accommodations. CTB/McGraw-Hill requires very specific paperwork to be filled out for this process. The paperwork can be found here: <http://www.tasctest.com/accommodations-for-disabilities-for-test-takers.html>.

Registration System

1. Can I check in students in the Registration System prior to the students showing up?

A. Yes, you may go through the official check in process in the Registration System prior to students showing up for the test. If a student is checked in and does not show up, then you need to contact the helpdesk to rectify the issue in the system. This has been changed from the original message delivered by CTB/MH and DWD.

2. How do I edit examinee's information in the Registration System?

A. Edits within the system must be made through the helpdesk. Test Coordinators do not have the ability to edit student information within the system at this time.

3. Is the Registration System just for CBT?

A. The Registration System is for both CBT and PBT. It determines and tracks the forms used in both versions of the test, and it creates a Unique User ID for each candidate that has to be entered on the candidate's demographic sheet.

4. When entering my site's schedule into the Registration System, should I put hours we are open or testing hours?

A. You should put the hours you are open into the Registration System. When a candidate contacts you about testing, the testing schedule can be elaborated.

Reporting System

1. In the Reporting System, how do I pull up students who previously passed the test?

- A. It is important to pay attention to the date range of the selected report. The system defaults to only report on the last 30 days.

Test Security

1. What is the check-in/check-out process for test takers?

- A. Candidates must provide a valid (not expired) picture ID during the initial registration as well as when checking in for the test. If a candidate provides an out of state or foreign ID, the candidate must show proof of Indiana residency. More information on ID and proof of residency can be found in the HSE policy.

Test takers must also empty their pockets (except for their ID) prior to entering the testing room. Special attention should be given to electronic devices. This information should be shared with students during registration so that they may leave their personal belongings in their car if they choose. Testing sites must provide secure storage for test takers personal items.

During check-out all testing materials are to be collected from test takers, including scrap paper. Test booklets should be scanned to ensure no pages are missing. Any items taken during check-in must be returned to students at this time.

2. Are there other security measures to support both confidentiality of the candidate as well as that of the exam content of which centers should be aware?

- A. HSE scores should never be provided over the phone, and an ID is necessary to receive unofficial scores in person.

3. What items are allowed in the testing room?

- A. Candidates must empty all of their pockets (except for their ID) prior to entering the test room. All materials including scrap paper, calculators, pencils, etc. are to be provided by the testing center.

4. Is there a limit to the proctor to student ratio?

- A. Yes. There can be no more than 20 students for every proctor in the room during the administration of the test.

5. For paper/pencil, what security and storage requirements must centers adhere to?

- A. Sites must provide secure, lockable containers for storage of testing materials.

Readiness Assessment

1. How much does the Readiness Assessment cost?

- A. A Readiness Assessment for HSE will cost \$10.00 (\$2.00 per subject) for either computer- or paper-based versions.

2. Does the Readiness Assessment have to be proctored?

- A. No, the Readiness Assessment does not have to be proctored, but the test should not be allowed to leave the building. The test should be considered a secure document.

3. Can a site offer the Readiness Assessment even if the site does not offer ABE classes?

- A. Yes, sites can offer the Readiness Assessment even if the site does not offer ABE classes.

4. How many different forms of the readiness test exist?

- A. Initially there is only one form of the Readiness Assessment. More forms will be produced and shared as we proceed with the test.

5. Can a paper Readiness Assessment be used multiple times?

- A. Paper Readiness Assessments will be single-use items. It will be a violation of the testing center's contract to use a readiness test more than once.

6. Will there be a new Readiness Assessment for 2015?

- A. The current Readiness Assessment will have 25% of its content updated, and there will be a second, entirely new assessment available.

7. Can sites discuss the Readiness Assessment in detail with the students?

- A. Yes, sites can sit down with students and go through the Readiness Assessment with students to discuss where the student needs further work.

Scores and Credentialing

1. How will test results be communicated with test takers and testing centers?

- A. Unofficial scores will be communicated with testing centers by the online registration system utilized for the HSE. Official scores and diplomas will be sent directly to the test taker by Diploma Sender.

2. When a third score is necessary for the essay (the first two have more than a one point difference), how is the final score calculated?

- A. The third score is determined by a “master scorer.” This score is given on the same 0-4 scale as the other scores, but it is doubled to give the student a 0-8 score for their transcript.
- 3. When accessing DiplomaSender.com, should an examinee use their UUID, SSN, or some other identifier to find their scores?**
- A. Examinees may use either their UUID or SSN to find their scores on Diploma Sender’s website. The site can be searched with either number.
- 4. What is a passing score for the HSE test?**
- A. To pass the HSE candidates must earn a scaled score of 500 out of a possible 800 points.
- 5. What is a passing score on the writing rubric for the essay?**
- A. If a student scores less than 2 out of a possible 8 points, then the student will not pass the Writing test even if their scale score is over 500.
- 6. Will students who passed parts of the GED be able to carry those scores over for HSE subjects?**
- A. No, scores from the 2002 series of the GED will not count towards passing sections of HSE.
- 7. Is there matching between ECA and HSE?**
- A. At this time there is no direct correlation between DOE’s End of Course Assessments and HSE.
- 8. Will other states recognize our credential if we are not using GED?**
- A. Yes. The GED and HSE are high school equivalency *assessments* and not credentials. Upon passing all parts of HSE a student will earn an Indiana High School Equivalency Credential, which is nationally portable and recognized.
- 9. Will Diploma Sender still be our credential provider?**
- A. Yes, Diploma Sender will continue to provide all credentialing services for Indiana.
- 10. How long will it take for CTB/MH to score a test?**
- A. CTB/MH has 10 days from the date of receipt to score all parts of the test, including the essay. This is the same for CBT and PBT.
- 11. What is the minimum score to pass the essay?**
- A. A student must receive a score of at least 1 from both essay scorers (for a combined score of 2) in order to pass the Writing test. Even if a student gets a scale score above 500 on

the multiple choice question, the student can still not pass the writing test due to the essay score.

12. How long will it take for scores to be available on Diploma Sender?

- A. Scores will be electronically sent to Diploma Sender on a daily basis, and the scores will be uploaded to their website on a daily basis. After CTB/MH receives a test, it should be no more than 11 days before the scores are viewable on Diploma Sender's website.

Cost

1. What is included in the \$52 price of a test?

- A. The \$52 price of HSE includes the full battery of tests, scoring of the test, and a transcript and credential from Diploma Sender. The price also includes two free retests for the student as long as the retests are taken within one year of the initial assessment. These costs do not include any administrative costs allowable by DWD.

2. What is the cost for retests after the first two free retests?

- A. If a student has to take more than two retests in any subject, CTB/McGraw-Hill will charge the site \$10.40 per subject.

3. What admin fees are sites allowed to charge?

- A. Sites are permitted to charge up to \$18 per subject (\$90 for the full battery of tests).

4. Is the price the same for the Paper/Pencil and Online tests?

- A. Yes, the price for CBT and PBT is the same. The fees do not include any administrative cost allowed by DWD.

5. How are fees collected by CTB/McGraw-Hill?

- A. Testing centers will collect fees from students and will be invoiced on a monthly basis by CTB/McGraw-Hill based on the number of answer sheets submitted for scoring during that time period.

Content

1. Is there a recommended or maximum length for the essay?

- A. There is neither a recommended nor a maximum length for the essay. The essay is not graded on length. It is graded on content. For more details on what candidates need to focus on during the essay go to www.HSEtest.com.

2. Are examinees expected to know the formulas for Area and Perimeter even though they are not on the formula sheet for the Math test?

- A. Yes, examinees are expected to know the formulas for Area and Perimeter.

3. Will test takers be provided with all the formulas necessary to complete the math and science portions of HSE?

A. Yes, all necessary formulas will be provided for both CBT and PBT.

4. For the writing subtest, is the time used to read the prompt included in the test time?

A. Yes, the time limit includes the time needed to read the prompt.

5. Will candidates have additional time for the essay if they did not use up the allotted time for the multiple choice portion of the writing?

A. No, a candidate will not be granted additional time on the essay if he or she does not use all of their time on other subjects.

6. Will there be poetry and other fictional works included in the reading portion of the test?

A. Yes, poetry and fictional works may be included in the reading portion of HSE.

7. What domains will the math portion cover?

A. The math section of HSE will cover functions, statistics and probability, geometry, numbers and quantity, and algebra.

Materials

1. What do I do if I need more materials for HSE testing?

A. To order more materials, sites can contact CTB/MH's helpdesk:
TASC_helpdesk@ctb.com or 888.282.0589.

2. Why can't I find the formula sheets in the manuals?

A. The formula sheets for the Math tests are found in the test books.

Miscellaneous

1. If an examinee is under 16 and home schooled, does he still have to have an official exit form?

A. Yes, these students still need an official exit form, but they can use the alternative exit form found here:

http://www.in.gov/dwd/abe/files/High_School_Equivalency_Form_for_Alternative_Students.pdf.

2. How do new test sites get set up?

A. New test centers will be set up on a quarterly basis. Please Cory Mahon cmahon@dwd.in.gov to be put in queue for this process.

3. Is this test going to be too difficult for our students to pass?

- A. No, HSE will not be too difficult for our students to pass. The new HSE will be more rigorous than the 2002 version of the GED, but it is being nationally normed, including in Indiana, to reflect current high school graduates accurately. The gradual increase in rigor will also allow our adult educators across the state to develop professionally alongside their secondary counterparts.

4. What happens to the online test taker if the bandwidth is insufficient to support the number of test takers?

- A. Students' tests are backed up on CTB servers every few minutes, so if there are technological issues, a test taker would be able to restart the test from wherever the interruption occurred.

5. Since Indiana is no longer aligned with the Common Core State Standards, how does that affect the state's use of the HSE test?

- A. All three current options for HSE testing are aligned to the Common Core State Standards, so the state will continue forward with the selected test. Also, CTB/McGraw-Hill is willing to modify up to 15% of the test questions in order to create a test aligned to Indiana's standards.

6. Is it necessary to fill out every field in the demographics section of the examinee's answer sheet?

- A. No, it is not necessary to fill out every field. Local Use Fields and County Codes were not items that DWD set up for test administration in Indiana at this time. They can be left blank.

7. Why does an examinee get 10 extra minutes to take the CBT version of the test?

- A. The extra 10 minutes built into the CBT version of the test is to account for time spent in the test doing sample and field test items.